

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

445 Schoolhouse Road
 Johnstown, PA 15904-2998
 Phone: (814) 266-6073
 Fax: (814) 269-4394

APPLICATION FOR NON-INSTRUCTIONAL PERSONNEL

The Greater Johnstown Career & Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI & VII of the Civil Rights Acts of 1964, & Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings & student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national origin or non-job related handicaps or disabilities. Inquiries should be directed to the Administrative Director at the: Greater Johnstown Career & Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998.
 Phone (814) 266-6073

(PLEASE PRINT OR TYPE)

Last Name	First Name	Middle Initial
Address:	Apt. No.	Street
		City
		State
		Zip
Telephone Number(s)		Social Security Number
Position(s) Applied For		Date of Application

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No

On what date would you be available for work? _____

Are you available to work? Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Would there be any special needs you would require to perform the duties of the position for which you are applying? Yes No. If yes, please explain: _____

Please indicate with an "X" the type of position for which you are applying:

<input type="checkbox"/> Secretarial	<input type="checkbox"/> Clerical	<input type="checkbox"/> Bookkeeper
<input type="checkbox"/> Custodial/Cleaner	<input type="checkbox"/> Day Care	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Para-Professional	<input type="checkbox"/> Hall Monitor	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Security Guard
<input type="checkbox"/> Cook/Cafeteria	<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Other

EDUCATIONAL BACKGROUND:

	School or Institution, and Location	Major/Minor	Diplomas, Degrees, or Credits Earned	Grade Point Average (GPA)
High School				
College/University				
College/University				
Graduate Study				
Graduate Study				

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments & volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer _____
Dates Employed: From _____ To _____
Address _____ Telephone # _____
Job Title _____ Supervisor _____
Work Performed _____
Reason for Leaving _____
Hourly Rate/Salary: Starting _____ Final _____

Employer _____
Dates Employed: From _____ To _____
Address _____ Telephone # _____
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Employer _____
Dates Employed: From _____ To _____
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Reason for Leaving _____
Hourly Rate/Salary: Starting _____ Final _____

Employer _____
Dates Employed: From _____ To _____
Address _____ Telephone # _____
Job Title _____ Supervisor _____
Work Performed _____
Reason for Leaving _____
Hourly Rate/Salary: Starting _____ Final _____

ADDITIONAL INFORMATION:

Present Position: _____

May we contact your present employer at this time? _____ Yes _____ No

When will you be available for placement? _____

I would be willing to start at an hourly rate of \$ _____

Signature: _____ Date: _____

REFERENCES:

1.	()
	(Name) (Phone #)
(Address)	(Position/Title)
2.	()
	(Name) (Phone #)
(Address)	(Position/Title)
3.	()
	(Name) (Phone #)
(Address)	(Position/Title)
4.	()
	(Name) (Phone #)
(Address)	(Position/Title)
5.	()
	(Name) (Phone #)
(Address)	(Position/Title)

